

**1209 DISPOSITION OF RECORDS**

Once final payment is made to the Contractor, the ORG staff shall carefully pack all project records in boxes and store them at the District Office. As the boxes are being packed, the following information should be noted on the outside of the box:

1. Project name
2. Project number
3. TRACS number
4. Completion date
5. Resident Engineer
6. A list of the contents of the box.

Survey books should be submitted separately to the District.

Project records are kept in the records storage area in accordance with ADOT M-MGT-9.03 Records Destruction Procedure.